



Defense Acquisition University

Equivalent Product Review Request (RR) & Equivalent Product Information/Questionnaire (IQ)

Instruction Guide

General Instructions:

This Equivalent Product Review Request (RR) and Equivalent Product Information/Questionnaire (IQ) may be submitted after you have submitted and have an approved Equivalent Provider Application (EPA) on file.

This is your instruction guide for completing the Equivalent Product Review Request (RR) and Equivalent Product Information/Questionnaire (IQ). All instructions are contained in these blue boxes. Use the RR and IQ templates to submit your equivalency request.

The Equivalent Product Review Request (RR), the Equivalent Product Information/Questionnaire (IQ), and the Crosswalk (CR) must be completed for **each** DAU course that you're seeking an equivalency determination.

The RR, IQ, and the Crosswalk (CR) as well as all supporting documentation must be submitted in electronic form per the instructions contained herein. Exceptions are noted herein and can be sent by hardcopy via U.S. mail.

Instructions for the crosswalk and the template can be downloaded from the DAU web page.

Address all the questions contained in the RR and IQ. Follow all instructions. **Incomplete packages will be returned without review.**

Submitting Your Equivalency Request:

1. Within your organizations folder on Blackboard (BB) is a subfolder called "2 - Equivalent Product Review Requests" and within that folder another folder called "00 – Course Template" with four (4) additional subfolders labeled:

- "A – RR IQ CR Recommendation"
- "B – Instructor - Proctor Materials"
- "C – Student Materials"
- "D – Student Assessment Instruments"

2. Create a copy of the "00 – Course Template" and modify the name of the new folder by labeling it with the name of the DAU course ID for which you equivalency request applies i.e., "CON 120" etc. or if for more than one DAU course list all the DAU course IDs.

3. Comply with the directed naming conventions when loading the files into the subfolders. Always use a six (6) digit date format as follows: yymmdd.

4. Include the following in subfolder A – RR IQ CR Recommendation. Load your completed RR, IQ and CR using the following naming convention:

(date) (Name of Provider) – (DAU course code) – RR
(date) (Name of Provider) – (DAU course code) – IQ
(date) (Name of Provider) – (DAU course code) – CR

Ex: 080131 Calhoun University – CON 120 - RR

Submitting Your Equivalency Request (Cont):

5. Documentation that cannot be submitted in electronic form can be mailed, two (2) copies, directly to:

American Council on Education
Attn: DAU Equivalency Evaluations
One Dupont Circle, NW, Suite 250
Washington DC 20036-1193

6. When the EPA and all supporting documents are loaded in BB, notify ACE and DAU at:
ACE_DAU@ace.nche.edu and equivalency@dau.mil respectively.

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Course/Equivalent Product Review Request Instruction Guide

1. Organization's Name:

Self-explanatory

2. Organization's Point of Contact:

This is the organizations POC as outlined in the Memorandum of Understanding completed with your Equivalent Provider Application.

Name:
Work Phone – ext:
Mobile Phone:
Fax:
E-mail:
Mailing Address:

3. Equivalent Product to DAU Course Relationship

Choose the appropriate option

- ☐ One-to-one Choose if you are proposing a one-to-one relationship between your product and a DAU course
- ☐ Many-to-one Choose if you are proposing that you have several different products that map to one DAU course
- ☐ One-to-many Choose if you are proposing that you have one product that maps completely to more than one DAU course
- ☐ One-to-one (equivalent product to DAU course)
- ☐ Many-to-one (several equivalent products to one DAU course)
- ☐ One-to-many (equivalent product to many DAU courses)

4. DAU Course Identifier and Name

Provide the requested information in the below table. Add/delete rows as necessary. If this is a one-to-many relationship, list the DAU course for this review request first. For example, if your product is intended to cover more than one DAU course such as CON 100 and CON 110, list CON 100 first for this equivalency review. A review request must be completed for each DAU course. On a separate review request, you would list CON 110 first.

Identifier	Name

5. Equivalent Product Identifier, Name, and Implementation Date

Provide the requested information in the below table. Add/delete rows as necessary. The implementation date is the date this product, in its current form, is planned to be or was first delivered to the public.

Identifier	Name	Implementation Date (mmddyy)

Defense Acquisition University

Equivalent Product Information/Questionnaire Instruction Guide

For each equivalent product listed on the DAU Course/Equivalent Product Review Request, provide the below information.

1. Organization's Name:

Self-explanatory

2. Product Identifier and/or Name:

Self-explanatory

3. Type Product:

Choose the appropriate option

- ☐ College Course – Credit *(Choose this if this is a college course offered by a regionally accredited academic college or university. Include the number and type of credit hours awarded for successful completion e.g. 3 undergraduate semester credits)*
- ☐ College Course – Noncredit *(Choose this if this is a course offered by a regionally accredited academic college or university but the course is not offered for credit)*
- ☐ Training Course *(Choose this for training courses offered by organizations other than regionally accredited colleges and universities)*
- ☐ Examination *(Choose this for professional certifications based all or in part on examination)*

- ☐ College Course – Credit
- ☐ College Course – Noncredit
- ☐ Training Course
- ☐ Examination

2. Method of Delivery:

Choose the appropriate option(s). If a course can be completed via more than one option i.e., a college course that is available in both resident and web based versions, then so state.

- ☐ Resident/In-Class Instruction *(Self-explanatory)*
- ☐ Online Instructor-facilitated Instruction *(Self-explanatory)*
- ☐ Online Self-Paced Instruction *(List the number of hours it is expected to take the average student to complete the instruction e.g. 32-hours)*
- ☐ Resident Examination *(Self-explanatory)*
- ☐ Online Examination *(Self-explanatory)*
- ☐ Other *(Provide an explanation)*

- ☐ Resident/In-Class Instruction
- ☐ Online Instructor-facilitated Instruction
- ☐ Online Self-Paced Instruction
- ☐ Resident Examination

- _ Online Examination
- _ Other

3. Program Duration:

Describe the duration in terms of physical time normally afforded the participant from start to finish. e.g. one 15-week semester; five 6-hour training days; 5-hours examination time; 60 calendar days from registration, etc.

If this is an "Online Self-Pace Instruction" also list the number of hours it is expected to take the average student to complete the course.

4. Instructor Contact Hours:

If the product is an examination or "Online Self-Pace Instruction", put N/A

5. Number of Hours of Work Expected Outside of the Classroom:

For the program duration identified in number 3 above, list the total number of hours expected of the student in individual and/or group work outside of the normal course meeting time that would be associated with the DAU objectives. If the product is an examination or "Online Self-Pace Instruction", put N/A.

6. Prerequisite Requirements:

List/identify your prerequisite requirements for an individual to take your course or sit for your examination. If there are none, then state None.

7. Equivalent Product Mastery Requirements:

List/identify the minimum requirements (i.e. grade point average, attendance, examination score, etc.) an individual must achieve/complete in order to be acknowledged by your organization as having successfully completed the course or examination. Specific information on student assessments will be requested in attachment (3), Student Assessment Instruments and filed in folder "D – Student Assessment Instruments" on your CD.

8. Instructor/Proctor Qualification Standards:

List and/or describe any unique subject matter qualification standards you require of your instructor before assigning him/her to teach this course. If the equivalent product is a proctored examination, identify the requirements to be a proctor.

9. Control of Testing Conditions:

List/identify the safeguards in place to protect exam materials, assure firm identification of the learner and student honesty.

Attachment 1: Instructor/Proctor Materials

In subfolder B – Instructor/Proctor Materials on BB:

Load ALL materials provided for the instructor/proctor as separate files following the below naming convention for each file. Use PDF or one of the Microsoft Office Suite formats.

Provide a listing below of all the files loaded as well as subfolder structure if utilized. If your course is many to one (provider to DAU), recommend you construct a subfolder for each provider course.

If the supporting material you have is not available in one of the above formats, two (2) paper copies must be provided. List these in the section labeled “Hard Copy”

Naming Convention: application date (yyymmdd) - document name or code that is consistent with how it is referenced on the crosswalk

Examples: 080822 - Instructor Guide Lesson 1.doc
 080822 - Instructor Slides Lesson 1.ppt
 080822 - Case 1 Annotated.doc

If organizing your files is best accomplished by creating subfolders, please do so but not more than one level below the attachment folder. This is recommended if your organization's equivalent product is a many-to-one DAU course relationship.

Subfolder Structure/File Listing

Hard Copy Listing

Attachment 2: Student Materials

In subfolder C – Student Materials on BB:

Load ALL materials provided to the student, excluding assessment instruments, as separate files following the below naming convention for each file. Use PDF or one of the Microsoft Office Suite formats.

Provide a listing below of all the files uploaded as well as subfolder structure if utilized. If the supporting material you have is not available in one of the above formats, two (2) paper copies must be provided. List these in the section labeled “Hard Copy”

Naming Convention: application date (yymmdd) - document name or code that is consistent with how it is referenced on the crosswalk

Examples: 080822 - Syllabus.pdf
 080822 - Student Guide Lesson 1.doc
 080822 - Handout Case 1.doc
 080822 - Case 1 Solution.xls

If organizing your files is best accomplished by creating subfolders, please do so but not more than one level below the attachment folder. This is recommended if your organization's equivalent product is a many-to-one DAU course relationship.

Subfolder Structure/File Listing

Hard Copy Listing

Attachment 3: Student Assessment Instruments

In subfolder D – Student Assessment Instruments on BB:

Load only those materials associated with the DAU objectives used to assess the student as separate files following the below naming convention for each file.

Include all answer keys and grading rubrics utilized for oral presentations, written or group work using PDF or one of the Microsoft Office Suite formats.

Provide a listing below of all the files uploaded as well as subfolder structure if utilized. If the supporting material you have is not in available in one of the above formats, two (2) paper copies must be provided. List these in the section labeled “Hard Copy”

Naming Convention: application date (yyymmdd) - document name or code that is consistent with how it is referenced on the crosswalk.

Examples: 080822 - Lesson 1 Exam.doc
 080822 - Lesson 1 Exam Answer Key.ppt
 080822 - Course Grading Rubric.xls

If organizing your files is best accomplished by creating subfolders, please do so but not more than one level below the attachment folder. This is recommended if your organization’s equivalent product is a many-to-one DAU course relationship.

Subfolder Structure/File Listing

Hard Copy Listing